

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

ED: Reports Monthly  
RETURN TO  
RECORDS MANAGEMENT  
ADMINISTRATIVE SERVICE

TO : Chief, General Services  
FROM : Chief, Records Management & Distribution Branch  
SUBJECT: Monthly Report of Operations for the period ending  
31 May 1953

A. Personnel On Duty Vacancies In Process

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

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1. No. on leave three days or more:

Records Mgt. Section-  
Mail Control Section-  
Records Center Sec.-

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25X1

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1  
Records Center Section- 0  
Mail Control Section- 1

3. Where: One Records Analyst to Jackson Commission.  
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0  
Records Center - 0  
Mail Control -

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25X1

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed 4. Recruited by Personnel 1.  
Recruited by this office 3.

B. Administration and Problems

Records Management Section - The Records Management Training Program was completed. A complete report of the program was submitted in a report to the DD/A dated 26 May 1953.

Attached is a copy of a proposed report to indicate the periodical progress being made by offices in connection with their Records Management Program. In connection with this Program, a tour of the Printing and Reproduction Division was arranged and to date 45 people have made the tour.

We are currently requesting various offices to review their Vital Materials program to determine if additional records should be declared vital or if any material presently considered vital could be eliminated.

25X1 In the process of obtaining "working level coordination" prior to issuing the proposed Agency File Manual, [redacted] 25X1  
[redacted] attended a meeting held by [redacted] of the 25X1  
Office of the DD/I. Present from the DDI component, in addition to [redacted] were the Area Records Officers from OSI and ORR 25X1  
25X1 and representatives from the other offices. [redacted] objected to a couple of subjects in the Manual but agreed to accept it if a few changes were made. [redacted] of DD/P 25X1  
had no major objections to the Manual while the Office of Communications and the Office of Training requested more time to study it.

Other meetings with individuals indicate that some progress is being made in the individual office's Records Management Program. The Area Records Officer for ORR has combined the files of the Assistant Director and the Administrative Staff and arranged them according to the Agency File Manual. OSI is in process of reinventorying vital materials and listing material to be retired to the Records Center.

25X1 Mail Control Section - The two new mail trucks are now in operation and six daily trips are being made to all the buildings in the area west of 17th Street. In addition to the increased service, two panel trucks have been returned to the Motor Pool. Scheduled courier trips to the [redacted] have been 25X1  
25X1 established on a two-trip-per-day basis. Biweekly stops have been included at the [redacted]

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LEGEND		REVISION DATES OF THIS REPORT									
<input checked="" type="checkbox"/>	SURVEY STARTED	1 June '53									
<input type="checkbox"/>	PROGRAM STARTED										
<input type="checkbox"/>	PROGRAM 50% - 75% COMPLETE OR EFFECTIVE										
<input type="checkbox"/>	PROGRAM COMPLETED OR FULLY EFFECTIVE										
COMPONENT		RECORDS CREATION			RECORDS MAINTENANCE				RECORDS DISPOSITION		
		FORMS MANAGEMENT	REPORTS MANAGEMENT	CORRESPONDENCE MANAGEMENT	ESTAB. LOGICAL FILE STATIONS	UNIFORM CLASSIFYING & FILING	STANDARD ROUTING AND PROCESSING	FILING EQUIPMENT & SUPPLIES CONTROL	V. M. PROGRAM	DISPOSITION SCHEDULES	CONTROL SCHEDULES
DIRECTOR OF CIA											DATE AREA RECORDS OFFICER ASSIGNED
DIRECTOR OF TR'G.											
COMMO								*			15 May '53
DEPUTY DIRECTOR (INT.)	OFFICE OF DDI										
	ONE										
	OCI										
	OR&R										20 May '53
	OSI										24 April '53
	OFFICE OF OPS.										
	OCD										
	OIC										
DEPUTY DIRECTOR (PLANS)	OFFICE OF DDP							*			
	FI STAFF										
	PM STAFF										
	TECH. SERVICE										
	FAR EAST DIV.										
	NEAR EAST DIV.										
	WEST HEM. DIV.										
	SOVIET RUSS. DIV.										
	W. EUROPE DIV.										
	E. EUROPE DIV.										
	S.E. EUROPE DIV.										
DEPUTY DIRECTOR (ADMIN.)	OFFICE OF DDA										
	I & S										
	GEN'L COUNSEL										
	AUDIT OFFICE										
	PERS. OFFICE										
	COMPTROLLER										1 June '53
	MEDICAL OFFICE										
	LOGISTICS OFFICE										
	GEN'L SERVICES										

NOTES:

- \* Selection and deposit of material made by the Office independently of Records Management and Distribution Branch.
- Red indicates progress for previous month.

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MONTHLY REPORT - MAIL CONTROL SECTION  
May - 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
<b>1. <u>INCOMING MAIL</u></b>		
(a) Delivery by Post Office	17,214	211,871
(b) Picked up from Post Office by courier	2,203	27,792
(c) Picked up from City by courier	5,373	44,992
(d) Letters:		
Received	8,049	66,589
Recorded		
(e) Undeliverable (held in Mail Room)	17	17
<b>2. <u>OUTGOING MAIL</u></b>		
(a) Picked up by Post Office	15,028	134,276
(b) Deposited in Post Office by courier	22,995	164,140
(c) City Deliveries	7,185	69,709
(d) Penalty Indicia Used		
(1) CIA	3,766	28,924
(2) FB IS	7,334	64,863
(3) SSU	3	41
(e) Postage Expended	\$4,273.74	\$37,629.86
<b>3. <u>COURIER SERVICE:</u></b>		
(a) Scheduled Trips	1,008	10,619 1/2
(b) Special Trips - Within Agency	180	1,434
(1) Delivered by foot	50	797
(2) Delivered by vehicle	130	681
(c) Other Agencies	101	1,143
(d) Trips outside area	6	51
(1) Total time	67 hrs. 5 min.	244 hrs. 40 min.
<b>4. <u>FILE ACTIVITY:</u></b>		
(a) Checking courier receipts	30	111
(1) Total time	12 hrs. 5 min.	90 Hrs.
(b) Requests for Administrative Files		
(1) Requests filled	14	149
(2) Requests unfilled	2	53
<b>5. <u>RECRUITMENT:</u></b>		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		
<b>6. <u>SEPARATIONS:</u></b>		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		

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\* The figures in this column will revert to 0 at the beginning of each fiscal year.

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MONTHLY REPORT - DISTRIBUTION

DATE May 1953

THIS MONTH TO DATE\*

1. INTELLIGENCE & INFORMATION REPORTS

1952 1953

a. Request for Supplemental Distribution	293	375	3353
b. Intelligence Reports:			
Received ( Copies 4999 )	4104	196	7384
Distributed ( Copies 1607 )	538	898	9171
Returned ( Copies 538 )	668	388	5125
c. Information Reports			
Received ( Copies 4306 )	-	4306	29202
Distributed ( Copies 1500 )	1568	1359	14375

2. ADMINISTRATIVE ISSUANCES

a. Request for Supplemental Distribution	51	48	593
b. Regulations			
(1) Initial Distribution			
( Copies 1050 )	5	4	84
(2) Supplemental Distribution			
( Copies 1287 )	25	236	6992
c. Notices			
(1) Initial Distribution			
( Copies 22612 )	12	14	171
(2) Supplemental Distribution			
( Copies 252 )	17	27	1638
d. Other			
(1) Initial Distribution			
( Copies 1981 )	1	1	24
(2) Supplemental Distribution			
( Copies 75 )	6	17	470

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received- is included in the total of Intelligence Reports received.

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## MONTHLY REPORT - RECORDS CENTER

DATE May 1953

THIS MONTH TO DATE\*

1.	Records Storage (all figures in cubic feet)		
	(a) Received	77	1504.2
	(b) Destroyed	3	194
	(c) Storage Space: (Total)		
	Records	7600**	
	Dist. Material	3146	
	Committed	3195	
	Available	1259	
		0	
2.	<u>Records Reference</u>		
	(a) Service Requests	187	1443
	(b) Items on Requests	481	8604
3.	Inter-Agency Reference Service		
	(a) Requests		

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

\*\* This figure has been adjusted to include all available storage space (shelving, top of cabinets and floor.) 500 cubic feet of the 1,259 s shelving space and the remainder is on the floor or on top of file cabinets.

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MICROFILM PROJECTS  
MAY 1953

	<u>THIS MONTH</u>	<u>TO DATE</u>
<b>1. <u>Projects Pending</u></b>		
a. Entire Records Group	1	_____
b. Record Group Accretions	2	_____
<b>2. <u>Projects in Process and Completed</u></b>		
a. Entire Records Group		
(1) In Process	0	_____
(2) Completed	1	51
b. Records Group Accretions		
(1) In Process	0	_____
(2) Completed	2	37
c. Images Filmed (Total)	127,093	1,409,257
(1) Rotary Camera	127,093	952,973
(2) Flatbed Camera	0	455,384
d. Reels (100 ft.)		
(1) In Process	58	
(2) To Be Reviewed	0	
(3) Reviewed	54	966

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C. PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office of the Director.

Pending a reply from the Director's office regarding the survey report submitted to that office, analysts have completed the classification and have established the current filing system for the 1953 material in the office of the DD/A as requested by DD/A. Material prior to 1953 is now being classified and filed. This should be completed within the next week.

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

A draft of a Records Control Schedule has been submitted to the Office of the Comptroller for their consideration and approval.

Project 4-53 - Record Survey of the Office of Operations.

Complete description sheet is attached.

Project 5-53 - Rewriting of CIA Correspondence Manual

Complete description sheet is attached.

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**E. WORK IMPROVEMENT PROJECTS**

Project 2-53 - Refile unbound information reports  
in properly indexed folders.

Project has been completed.

Project 4-53 - Preparation of Handbook setting forth  
procedures of the Mail Room, Courier  
Service and messenger personnel of the  
Mail Control Section.

Complete description sheet is attached.

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